

**HEADQUARTERS, ARMY MATERIEL COMMAND
TELEWORK POLICY**

**HQ AMC
TELEWORK PROGRAM**

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1. BACKGROUND

a. Whether you use the term telework, telecommute, or flexiplace, all three mean the same – an arrangement in which an employee regularly works at an alternate work site such as the employee’s home, a telework center, or other location that allows him or her to accomplish work in an effective and efficient manner. To be formally considered as a telecommuting agreement for reporting purposes, the arrangement must be continuous and regularly used, averaging at a minimum one day per biweekly pay period at an alternate worksite. To ensure consistency and clarity the term “telework” will be used throughout this document.

b. Telework is a management tool that can provide a variety of benefits. Employers benefit by attracting and retaining a high-quality work force, reducing employee absenteeism, and accommodating employees with disabilities or medical problems while they are still able to work. Employees benefit by reducing commuting time and costs, capitalizing on their peak productivity periods, and increased flexibility in coordinating work priorities with personal and family responsibilities. Society and the environment benefit by improving employment opportunities for the disabled and mobility-restricted persons, reducing productivity problems associated with dependent care, and reducing traffic congestion and its associated health, pollution and energy problems.

c. Telework has a basis in Public Law and in Department of Defense (DoD) policy. Section 359 of Public Law No. 106-346, October 23, 2000, states: “Each executive agency shall establish a policy under which eligible employees of the agency may participate in [telework] telecommuting to the maximum extent possible without diminished employee performance. Not later than 6 months after the date of the enactment of this Act, the director of the Office of Personnel Management (OPM) shall provide that requirements of this section are applied to 25 percent of the Federal workforce, and to an additional 25 percent of such workforce each year thereafter.” The DoD policy states in part: “It is essential that all levels of DoD management actively promote teleworking within their organizations, support proposals for teleworking for their employees, and make every effort to overcome artificial barriers to this program.” This program is an attempt at the local level to comply with the intent of Public Law and DoD policy.

2. POLICY

a. It is policy of HQAMC that this telework program will allow suitable employees occupying eligible positions to be offered the opportunity to work at sites other than their official workplace at HQAMC.

b. The DCS, G-1 is responsible for developing and managing the program. To assist supervisors, managers and employees in implementing the telework policy to the fullest extent possible, this document establishes plans and procedures pertaining to:

- Identifying those positions that are entirely appropriate for telework arrangements
- Identifying job duties within remaining positions that are suitable for telework arrangements
- Identifying and requesting funds for the payment of expenses associated with approved telework arrangements
- Approving employee participation in telework arrangements
- Orienting new employees and supervisors regarding telework participation
- Administering and evaluating the telework program

c. The approving official for a telework agreement under the Telework Program will be at one level above the immediate supervisor of the participating employee unless the immediate supervisor is a G Staff Principal, Separate Office Chief, or a Director of a Separate Reporting Activity. Any costs associated with this program, including IT costs, must be covered by the employee's organization operating budget. Approvals will be made in consultation with the employee's supervisor, based on the nature and content of the work to be performed and the employee's performance rating. Telework agreements will be prepared in writing for regularly scheduled arrangements to document the terms and conditions for teleworking. Employees are not required to participate in the program. In addition, management cannot coerce an employee into participating in teleworking arrangements. Participating employees may terminate their telework agreements at any time.

d. Teleworking is not an employee right. The overall interests of the office must take precedence over working off-site on a scheduled off-site day if a conflict arises. When this occurs, the employee should be allowed to re-schedule the off-site day to another day in the same pay period. Supervisors may make adjustments of individual schedules to meet the needs of the office. There is no automatic right of the employee to continue participation in the event of a change of supervisor, work situation, or job requirements. The approving official or immediate supervisor may end participation in the program for individuals, an organizational segment or the entire office if operational problems occur that interfere with the mission of the organization. Unless otherwise precluded, management shall provide 30 days notice prior to canceling an employee's participation or modifying the telework agreement to allow sufficient time for the employee to reestablish arrangements for commuting to work, or for child care or elder care. Although telecommuting will give some employees more time for their family responsibilities, they may not use duty time for providing dependent care or any purpose other than official duties. Failure to adhere to this policy shall be sufficient reason for a supervisor to terminate an employee's participation in a telework arrangement.

3. SCOPE

a. Applicability of Provisions. The provisions of this document apply to all employees participating in this Telework Program. For purposes of telework, the alternative work site is considered to be an official Government work site. The official duty station will be the conventional office work site.

b. Non-Discrimination Statement. Participants in the Telework Program will be selected without regard to race, color, gender, religion, national origin, marital status, age, disability, or sexual orientation. It is noted, however, that this Policy in no way limits the rights of any individual with a disability who may be entitled to telework as a reasonable accommodation under the authority of Section 501 of the Rehabilitation Act of 1973.

c. Standards of Conduct and Ethics. Teleworkers are bound by DoD, Department of Army (DA), and AMC standards of conduct and ethics while working at the alternative work site. Employees are reminded that all standards governing ethical behavior remain in effect regardless of where or when work is performed.

4. AUTHORIZED TELEWORK ARRANGEMENTS

a. There are two distinct types of telework arrangements, based on the realization that organizational and employee needs vary considerably and should be addressed on a case-by-case basis. Some employees require only occasional periods of workplace flexibility, while others need to telework for longer periods or under regularly scheduled arrangements. The intent in offering these types of arrangements is to provide individual supervisors and employees with maximum flexibility to establish an arrangement that is responsive to their unique work and personal situations. Employees may work one of the following telework arrangements:

1) Situational Telework - Defined as:

- Infrequent periods of time when projects/assignments have short turn-around times and/or require intense concentration. Under such circumstances the teleworker typically works for a day or so at home, away from typical office distractions. This enables the employee to focus more effectively on completion of the assignment, and/or
- An arrangement for short periods of time generally for 6 months or less. Some examples where such an arrangement may work well include the following:

- During an employee's convalescence from a short-term injury or illness, or maternity/paternity reasons; or
- When the employee's office work site is not usable (e.g. during office renovation).

2) Core Telework - An arrangement designed to last over 6 months (typically for 1 year), in which the teleworker works away from the conventional office at least one day per pay period. Arrangements may be extended on an annual basis by mutual agreement between the teleworker and his or her supervisor. NOTE: Eligible employees will be permitted to telework a minimum of at least one day per pay period. Additional days can also be authorized. This type of arrangement may be used to:

- Attract and retain high-quality employees in key occupations and positions;
- Improve productivity;
- Improve service to clients;
- Improve access or as a reasonable accommodation for disabled employees; or
- Reduce commuting time.

5. PROGRAM OVERSIGHT AND RESPONSIBILITIES

a. The AMC Deputy Chief of Staff for Personnel G-1 is responsible for oversight of the HQAMC Telework Program and any reporting requirements to OPM. Each G Staff, Separate Staff Office, and Separate Reporting Activity, is responsible for the funding (including IT costs), administration, operation and evaluation of the telework program within those activities. Supervisors are responsible for day-to-day operations, modification to individual telework agreements to meet the mission needs of the units they supervise, and maintenance of telework records and information necessary for program reporting and evaluation purposes.

b. The Approving Official will authorize all participation in the telework arrangements, and will assure appropriate funding, evaluate the impact of the program on the efficiency, effectiveness, and employee satisfaction of work operations within their organizations. The Approving Official is responsible for documenting and retaining the approval/disapproval decision and rationale for such a decision, for each employee request to participate in the telework program.

c. The immediate supervisor is responsible for the overall management and success of teleworking arrangements within the work unit, including day-to-day operations, modifications to individual telework agreements to meet the mission needs of the work unit, and maintaining records and information necessary for evaluation of the program.

6. IDENTIFYING POSITIONS ELIGIBLE FOR TELEWORK

a. Many positions lend themselves to successful telework arrangements. In addition, some portion of other positions that are not entirely suited for telework may be portable and performed at an alternate work site. Work suitable for telework depends on job content, rather than job title, type of appointment, or work schedule. For example, telework is feasible for work that requires thinking, reading, and writing -- data analysis, developing project plans and schedules; reviewing documents, writing decisions or reports; telephone-intensive tasks -- setting up a conference, obtaining information, following up on participants in a study; and for computer-oriented tasks -- programming, data entry, and word processing.

b. Individual supervisors will examine each position's distinct functions, duties and tasks specifically for the activities stated in the position screen-out criteria and justification for telework arrangement (Appendix A).

7. SELECTING SUITABLE TELEWORK PROGRAM PARTICIPANTS

a. Selection of participants for telework is a key activity. While there is no fail-safe formula to assure success, the most common characteristics of successful telework participants and criteria for selection are described below.

b. Identifying the Employee

- The employee demonstrates self-starter characteristics, can function independently, and has demonstrated dependability.
- The employee has good time management and organization skills.
- The employee possesses a high level of job knowledge and skill.
- The employee's overall performance is satisfactory or the equivalent.
- The employee has clearly defined performance standards.
- The employee is willing to sign and abide by a written agreement defining participation and expectations.
- If the alternative work site is the home, the employee is able to satisfy home work station requirements, including necessary equipment, privacy, lack of interruptions, and data security.

c. Identifying the Supervisor

- The supervisor is a proponent of telework.
- The supervisor is comfortable with evaluating work performance by measuring performance by results and without direct observation.
- The supervisor is an effective communicator and able to clearly define tasks and EXPECTATIONS and provide ongoing feedback.

8. COMPLETING THE TELEWORK AGREEMENT

a. Prior to participation, telework participants will prepare and submit a Telework Agreement to the immediate supervisor for review and approval. Supervisors will submit the signed Telework Agreement to their next level supervisor, if necessary, for approval.

b. The Telework Agreement at Appendix B covers the terms and conditions for telework. It also constitutes an agreement by employee and his or her supervisor to adhere to applicable guidelines and policies. The telework agreement covers items such as the voluntary nature of the arrangement; duration of the telework agreement; hours and days of duty at each work site; responsibilities for timekeeping, leave approval and requests for overtime and compensatory time; performance requirements; proper use and safeguards of Government property and records; and standards of conduct.

9. ESTABLISHING THE WORK SCHEDULE

a. Work performed away from the conventional office will vary depending upon the individual arrangements between the employee and the supervisor. Telework arrangements may be established on either a regularly scheduled (long or short term) or non-regularly scheduled (episodic) basis.

b. A Telework Agreement will be completed for long or short term, regularly-scheduled telework arrangements. Each Telework Agreement shall provide for a minimum number of days in the office. Successful programs have shown that employees need to spend at least part of the week in the conventional office to minimize isolation and communication problems, facilitate integration of the teleworking employee with co-workers in the conventional office, and to attend required face-to-face meetings. Employees participating in the telework program are expected to respond, when necessary, within 30 minutes to all telephone and e-mail messages.

c. Work schedules identify the days and times the employee will work in each work setting. Work schedules can parallel those in the office or be structured to meet the needs of participating employees and their supervisors. The process of establishing work schedules permits periodic adjustments to achieve an optimal schedule which can meet organizational requirements and suit employee needs. Work schedules may also include fixed times during the day for supervisor/employee telephone conversations. Establishing such times may be helpful to ensure ongoing communication. Electronic mail and voice mail offer additional supervisor/employee communications options. A regular schedule

makes it easier to stay in touch with colleagues and to be available to clients. Supervisors must approve flexible alternative work schedules in advance to preclude any unintended liability for premium or overtime pay and to ensure proper administration of other employee benefits. In addition, care must be taken not to approve any telework schedule inconsistent or in conflict with provisions made under the Alternative Work Schedules program currently in effect (Flextime/Credit Hours).

10. HOURS OF DUTY, TIME AND ATTENDANCE AND PAY ISSUES

a. Hours of Duty. Supervisors may follow the traditional work schedule of eight hours per day, five days per week, or permit employees to follow work schedules approved under the Alternative Work Schedule Program (Flextime and Credit Hours). The provisions of the negotiated agreement between HQAMC and NFFE, Local 1332, Article 14, Flexible and Credit Work Schedule Program are applicable for bargaining unit employees. The provisions of AMC Memorandum 600-12, Flexible and Credit Hour Work Schedule Program, dated 29 Aug 06, applies to all other employees. Completely unstructured arrangements where employees work at the alternative work site at will are not permitted.

b. Overtime Work. Work schedules, as described below, determine entitlement to overtime compensation. These entitlements remain unchanged.

c. Standard Work Schedule. Overtime work is all hours of work in excess of eight hours in a day or 40 hours in a week which are officially ordered and authorized in writing, in advance, by management. Employees covered under the Fair Labor Standards Act (FLSA) may earn overtime pay, even though the overtime work was voluntary and not officially ordered or approved. The FLSA counts as overtime any work that a supervisor "suffers or permits" his/her subordinates to work. "Suffered and permitted" overtime is any work performed for the benefit of the agency, whether ordered or not, provided the supervisor knew or had reason to believe that the work was being performed and had a chance to stop it, but did not. It is the responsibility of the supervisor to regulate and control the use of overtime. Employees are responsible for requesting, in advance, approval to work in excess of their normal hours of duty. This is particularly important when employees are working at home without direct supervisory oversight. The potential liability for FLSA overtime could be hard to control if clear directions are not provided to teleworking employees.

d. Flexible Work Schedules. Overtime work is all hours of work in excess of eight hours in a day or 40 hours in a week which are officially ordered in advance by management. For flexible work schedules, overtime is hours in excess of the 80-hour biweekly work requirement.

e. Credit Hours. Overtime work is all hours officially ordered in excess of the established credit hours work schedule. Overtime is not paid for hours worked in excess of eight hours per day or 40 hours per week when part of a credit hours work schedule.

f. Certification and Control of Time and Attendance. Proper monitoring and certification of employee work time is critical to the success of the program. The General Accounting Office guidelines regarding employees at remote sites require that agencies establish a time accounting method that provides the supervisor with reasonable assurance that employees at remote sites are working when scheduled. Some approved techniques mentioned, which could be applicable to telecommuting arrangements, include: occasional supervisory telephone calls to an employee during times the employee is scheduled to be on duty; occasional visits by the supervisor to the employee's alternative work site; and determining reasonableness of work output for time spent. Teleworking employees shall provide to his/or immediate supervisor a completed Summary of Telework Performed specifying their accomplishments for each telework day (See Appendix D), no later than the first duty day after the telework was performed.

g. Leave. Policies for requesting annual and sick leave, leave without pay, compensatory time, and credit hours, if on a flexible work schedule, remain unchanged. Employees are responsible for requesting leave in advance from supervisors and keeping timekeepers informed of leave usage.

h. Administrative Leave, Dismissals, Emergency Closing. Although a variety of circumstances may affect individual situations, the principles governing administrative leave, dismissals, and closing remain unchanged. The "*Emergency Dismissal or Closure Procedures for Federal Employees Within the Washington, DC, Area*" guidelines developed November 22, 2005, are in effect, and should be consulted by employees and managers. The guidelines may be found on the Internet at the following address: <http://www.opm.gov/oca/compmemo/2005/2005-19.asp>. These guidelines concern group dismissals or closure of activities in emergency situations (snow emergencies, severe icing conditions, floods, earthquakes, hurricanes, air pollution, power failures, interruption of public transportation, and other situations in which significant numbers of employees are prevented from reporting for work on time or which require agencies to close all or part of their activities. The guidelines differentiates between emergencies that occur before the workday begins and those that occur during normal work hours.

i. Emergencies That Occur Before The Workday Begins. When "Federal Agencies are CLOSED" is announced prior to the normal start of the workday, all employees except those designated as "emergency employees" are excused from duty without loss of pay or charge to leave. This includes those individuals scheduled to telework at home. Teleworking individuals are given the same consideration as other government employees regarding pay and leave when the conventional office is closed and the

associated Government activities are considered closed. Workdays on which a Federal activity is closed are non-workdays for leave purposes, and leave may not be charged for non-workdays.

j. **Emergencies That Occur During Normal Work Hours.** The ability to conduct work (and the nature of any impediments), whether at home or the conventional office, determines when an employee may be excused from duty. For example, if hazardous material is found in the conventional office causing the conventional office to close, the employee working at home will normally continue working, unless he/she needs access to resources no longer available at the conventional office. Using this same example, if the employee's work site at home is affected (loss of electricity due to a severe storm), the supervisor may grant administrative leave. Since OPM is not likely to announce an "adjusted work dismissal" policy to permit the early dismissal of Federal employees when an emergency develops during normal work hours, decisions to exempt employees from continuing to work the remainder of the workday are site specific and depend on the circumstances at the location where the employee is currently working (conventional office or home). If, however, the employee knows before the workday begins, that it will be impossible to work at home on a day he/she is scheduled to telework, the employee is to report to the conventional office to work, if possible.

k. **Workers' Compensation.** Teleworking employees are covered by the Federal Tort Claims Act or the Federal Employees Compensation Act and qualify for continuation of pay or workers' compensation for on-the-job injury or occupational illness. This is one reason that it is vital that a specific authorized work location must be identified in advance and adhered to by the employee. (See further discussion below in section titled, "FACILITIES AND EQUIPMENT ISSUES.") The supervisor's signature on the request for compensation attests only to what the supervisor can reasonably know, whether the event occurred at the conventional work site or at an alternative work site during official duty. Under normal circumstances, supervisors are often not present when an employee sustains an injury. Employees, in all situations, bear responsibility for informing their immediate supervisor of an injury at the earliest time possible. They must also provide details to the Department of Labor when filing a claim. For employees who currently are receiving continuation of pay or workers' compensation, telework arrangements can help put injured employees back to work and take them off the workers' compensation rolls. Also, supervisors may be able to find work that such employees are able to perform at home, or to "restructure" existing work so that some of it may be completed at home.

l. **Duty Station.** For pay purposes, the "official duty station" is the employee's conventional office. The teleworking employee's official duty station serves as the basis for determining special salary rates.

11. FACILITIES AND EQUIPMENT ISSUES

a. A specific authorized work location for performance of work-at-home duties must be identified in advance. Requirements will vary depending on the nature of the work and the equipment needed to perform the work. At a minimum, employees should be able to easily communicate by telephone with the supervisor during the work-at-home day. In addition, employees are responsible for verifying and ensuring that their homes comply with health and safety requirements. Home offices must be clean and free of obstructions. The home must be in compliance with all building codes and free of hazardous materials. A supervisor may deny an employee the opportunity to participate or may rescind a teleworking agreement based on safety problems or suspected hazardous materials in the home. The supervisor may also inspect the home office for compliance with health and safety requirements when deemed appropriate. All employees will complete the Safety Checklist at Appendix C prior to acceptance in the telework (Core and Situational), program. The AMC Safety Office can provide advice and assistance on health and safety issues.

b. Government issued IT equipment. Such equipment is to be used only for official business and the Government retains ownership and control of the hardware, software and data. The Government is responsible for the maintenance, repair, and replacement of such equipment. Teleworking employees must notify their supervisors immediately of any malfunction of Government-owned equipment. Only hardware and software configuration procured by the Government and authorized by the approving official for the telework agreement should be installed on the Government owned computers. Under no circumstances will employees be allowed to add non-Government owned or unauthorized hardware or software to the Government-owned computer. Government furnished equipment, software, and communications, with appropriate security measures, are required for any core telework arrangement that involves sensitive unclassified data, including Privacy Act data, or For Official Use Only (FOUA) data.

c. Official phone calls can be accomplished using Direct Inward Dial Service. Dial 1-888-298-2584 to access answer tone. Enter your PIN (obtained from your organizational IMA POC) followed by the pound sign. Once connected use your phone the same way as if you were in the office (i.e., dial 99 or 94 for DSN) and then the seven digit number. A record will be maintained by the employee of all official phone calls made while in a telework status.


d. Personal Computers and equipment can be used for work on non-sensitive, unclassified data. Work such as preparing correspondence, charts, and spread sheets, can also be done on personal computers so long as the work performed deals with non-sensitive, unclassified data.

e. The teleworking employee is expected to pay for all costs incurred in operating an alternative office at home, including a personal computer. As a consequence, the government will not reimburse employees for home utility costs associated with working at home. Potential savings to the employee resulting from reduced commuting, meals, etc. may offset any incidental increase in utility expenses.

12. PRIVACY ACT, SENSITIVE OR CLASSIFIED INFORMATION

Decisions regarding the proper use and handling of sensitive data, as well as records subject to the Privacy Act, are delegated to individual supervisors who permit employees to work at home. Care must be taken to ensure records subject to the Privacy Act and sensitive non-classified data are not disclosed to anyone except those who are authorized access to perform their duties. Classified data may not be removed from employees' official work sites to off-site locations.

13. POLICY APPROVAL


APPROVED: SANDRA L. KEEFER
Colonel, GS
Acting Deputy Chief of Staff, G-1

DATE: 24 June 2008

APPENDIX A - POSITION SCREEN-OUT CRITERIA AND JUSTIFICATION FOR TELEWORK ARRANGEMENT

Employee's Name _____

Title, Series, Grade _____

Organization _____

1. Frequent face-to-face contacts or telephone communications with clients and/or co-workers is vital in performing the work effectively. YES ____ NO ____

2. Frequent supervisory review, while work is in progress, is required as a routine part of this job. YES ____ NO ____

3. Work is not of a portable nature which is required to effectively perform the project off-site. YES ____ NO ____

4. Access to technology, specialized equipment, or materials are not available at the off-site location. YES ____ NO ____

5. Job tasks are not measurable and/or project-oriented which is required to effectively perform the project off-site. YES ____ NO ____

6. Security or technical reasons prevent information from being used at the alternate duty station which is needed to perform the work effectively. YES ____ NO ____

7. Most recent performance rating is Fair or Unsuccessful. YES ____ NO ____

8. Are there any viable Federal Telework Centers available to the employee vs. working at home? If there are, and the decision is to work at home, please provide justification below. YES ____ NO ____

9. Are there dependent children or adults who will be at the alternate duty station that will prohibit the employee from completing his/her duties during the scheduled work day? YES ____ NO ____

10. Are there any other kinds of disturbances which would distract the employee from performing work at the alternate duty station? YES ____ NO ____

11. Are there any other kinds of factors that would prevent this employee from working at an off-site location? YES ____ NO ____

Answering YES to one or more of the above questions will normally eliminate a person from consideration in the telecommuting program. Provide explanation below if employee is screened out on one or more criteria and is still being recommended for the telecommuting program.

Telework Approved _____ **Telework Disapproved** _____

Supervisor's Signature

Date

APPENDIX B - TELEWORK AGREEMENT

The following constitutes an agreement on the terms and conditions of the telework arrangement made under the provisions of the HQAMC Telework Program between:

Organization:

Employee:

Supervisor:

1. Employee volunteers to participate in the Telework Program. Employee voluntarily agrees to work at the employer-approved alternative workplace indicated below. Supervisor concurs with employee's participation. Employee and supervisor agree to adhere to the applicable telework guidelines and policies established by DoD and this document.

2. Choose one:

___ Employee will participate in the telework program on a regularly-scheduled, long-term basis, beginning _____.

___ Employee will participate in the telework program on a regularly-scheduled, short-term basis, beginning _____, and ending no later than _____, to accommodate special needs.

___ Employee will participate in the telework program on a non-regularly scheduled, episodic basis, beginning _____.

3. Employee's most recent performance rating of record and current performance must be at least "satisfactory" or the equivalent. The employee will complete assigned work according to supervisor's guidance and direction, and standards stated in the employee's performance plan.

4. Employee's official tour of duty is as follows:

Work Hours:

Pay Period Week 1:

Pay Period Week 2:

Location: ("C" - Conventional Office; "A" - Alternative Office)

Mon Tue Wed Thu Fri

Pay Period Week 1:

Pay Period Week 2:

5. Employee's official duty station is: _____
(The conventional Federal office is the official duty station for purposes of special salary rates.)

The alternative duty station is: _____

6. Employee's timekeeper will retain a copy of the employee's telework schedule. The supervisor and employee are responsible for ensuring the accuracy of time and attendance reported for work at the official duty station and the alternative workplace.

7. Employee will follow established office procedures for requesting and obtaining approval of leave.

8. Employee agrees to work overtime only when ordered and approved by the supervisor in writing and in advance of working the overtime. Working overtime without such approval may result in termination of the telecommuting privilege and/or other appropriate action.

9. The employee must protect Government issued equipment in accordance with applicable procedures. Government-owned equipment will be serviced and maintained by the Government. The employee is responsible for returning Government-owned equipment when maintenance is necessary, when terminating participation in the telework program or when no longer employed by the Organization identified in this agreement.

10. The employee agrees to permit the Government to inspect the alternative workplace during the employee's normal working hours to ensure proper maintenance of Government-owned property and conformance with health and safety standards.

11. The employee is covered under the Federal Employee's Compensation Act if injured in the course of actually performing official duties at the official duty station or the alternative duty station. The employee agrees to notify the supervisor immediately of any accident or injury that occurs at the alternative workplace. The supervisor will investigate such a report immediately.

12. The government will not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using Government equipment in the employee's residence, except to the extent the Government is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act.

13. The government will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) whatsoever, associated with the use of the employee's residence as the alternate work site. By participating in the Telework Program, the employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the Government, as provided for by Statute and implementing regulations.

14. (Applicable for those employees who telework from their home) I have completed, signed, and attached the self-certification checklist designed to assess the overall safety of my alternate work site (please check here) _____.

15. (If applicable) The following additional conditions apply to this agreement:

Employee Signature: _____ ***Date:*** _____

Supervisor Signature: _____ ***Date:*** _____

***Approving
Official Signature:*** _____ ***Date:*** _____

APPENDIX C - SELF-CERTIFICATION SAFETY CHECKLIST FOR HOME-BASED TELEWORKERS

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY/STATE: _____

BUSINESS TELEPHONE: _____

TELECOMMUTING
COORDINATOR: _____

Dear Telecommuter:

The following checklist is designed to assess the overall safety of your alternate duty station. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

The alternate duty station is _____.

Describe the designated work area in the alternate duty station:

_____.

A. WORKPLACE ENVIRONMENT

1. Are temperature, noise, ventilation, and lighting levels adequate for maintaining your normal level of job performance? Yes ___ No ___

2. Are all stairs with 4 or more steps equipped with handrails?

Yes ___ No ___

3. Are all circuit breakers and/or fuses in the electrical panel labeled as to intended service?

Yes ___ No ___

4. Do circuit breakers clearly indicate if they are in the open or closed position?

Yes ___ No ___

5. Is all electrical equipment free of recognized hazards that would cause physical harm (frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires to the ceiling)?

Yes ___ No ___

6. Will the building's electrical system permit the grounding of electrical equipment?

Yes ____ No ____

7. Are aisles, doorways, and corners free of obstructions to permit visibility and movement?

Yes ____ No ____

8. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways?

Yes ____ No ____

9. Do chairs have any loose casters (wheels) and are the rungs and legs of the chairs sturdy?

Yes ____ No ____

10. Are the phone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard?

Yes ____ No ____

11. Is the office space neat, clean, and free of excessive amounts of combustibles?

Yes ____ No ____

12. Are floor surfaces clean, dry, level, and free of worn or frayed seams?

Yes ____ No ____

13. Are carpets well secured to the floor and free of frayed or worn seams?

Yes ____ No ____

14. Is there enough light for reading?

Yes ____ No ____

B. COMPUTER WORKSTATION (IF APPLICABLE)

1. Is your chair adjustable?

Yes ____ No ____

2. Do you know how to adjust your chair?

Yes ____ No ____

3. Is your back adequately supported by a backrest?

Yes ____ No ____

4. Are your feet on the floor or fully supported by a footrest?
Yes ____ No ____
5. Are you satisfied with the placement of your monitor and keyboard?
Yes ____ No ____
6. Is it easy to read the text on your screen?
Yes ____ No ____
7. Do you need a document holder?
Yes ____ No ____
8. Do you have enough leg room at your desk?
Yes ____ No ____
9. Is the monitor screen free from noticeable glare?
Yes ____ No ____
10. Is the top of the monitor screen eye level?
Yes ____ No ____
11. Is there space to rest the arms while not keying?
Yes ____ No ____
12. When keying, are your forearms close to parallel with the floor?
Yes ____ No ____
13. Are your wrists fairly straight and supported when keying?
Yes ____ No ____

Employee Signature Date

Immediate Supervisor's Signature Date

Approved [] Disapproved []

PLEASE RETURN A COPY OF THIS FORM TO YOUR SUPERVISOR

APPENDIX D – SUMMARY OF TELEWORK PERFORMED

Name of Individual _____

Date Telework Performed _____

Hours Worked during Telework Period _____

Summary of Work Performed:

Activity (List work activity Performed)	Project Activity or Case #	Time Worked	POC (if applicable)	Remarks
o E-mail				
o Telephone				
o Policy Development				
o Chart Development				
o Data Analysis				
o Research				
o Coordination				
- E-mail				
- Telephone				
Report Writing				
o Coordination				
• E-mail				
• Telephone				
o Researching Standards				
o Draft report				
o Editing report				
o Management review				
Other projects				

Teleworker's Signature _____

Date _____